

**JNTUA COLLEGE OF ENGINEERING (AUTONOMOUS) PULIVENDULA**  
**19AHS10-CAMPUS RECRUITMENT TRAINING & SOFT SKILLS**

(Open Elective-I)

L	T	P	C
3	0	0	3

**Course Objectives:**

- To prepare to face global competition for employment and excellence in profession.
- To help the students understand and build interpersonal and interpersonal skills that will enable them to lead meaningful professional life.

**UNIT – 1: SOFT SKILLS: INTRODUCTIUON**

Soft Skills: Definition-Meaning--Importance- Why skill gap -Analysis—Personality Developments. Soft Skills- Learning Methods.

**Learning Outcomes:**

At the end of this unit, the student will be able to

- Developing self-motivation, raised aspirations and belief in one's own abilities, defining and committing to achieving one's goals. L1
- Learning to keep going when things don't go according to plan, coping with the unfamiliar, managing disappointment and dealing with conflict L2

**UNIT – II: PERSONAL SKILLS**

**Intra-Personal:** Definition-Meaning-Importance-SWOT analysis- Goal Setting- Emotional Intelligence- Right thinking- Problem Solving-Time management.

**Inter-Personal:** Definition-Meaning-Importance-Communications skills- Team Work-Negotiation Skills-Leadership skills.

**Learning Outcomes:**

At the end of this unit, the student will be able to

- A commitment to ethics and integrity in academic and professional relationships, within the community and the environment. L1
- Describe how good communication with other can influence our working relationships L2

**UNIT – III:VERBAL AND NON VERBAL SKILLS**

**Verbal Skills:** Definition and Meaning-Importance-Improving Tips for Listening, Speaking, Reading-Writing Skills.

**Non Verbal Skills:** Definition and Meaning-Importance- Dress Code- Facial Expressions- Eye Contact- Proxemics - Haptics-Posture-Kinetics- Para Language.

**Learning Outcomes:**

At the end of this unit, the student will be able to

- Compares verbal and nonverbal communication L1
- Understand the functions of nonverbal communication L2

**UNIT – IV: FINISHING SCHOOL**

**Before Interview:** Bridging between Campus and Corporate-Preparation of Resume-Cover Letter-Statement of Purpose-E-mail writing-Corporate Etiquettes.

**Learning Outcomes:**

At the end of this unit, the student will be able to

- Learner will be able to prepare his/ her own Resume and Cover letter. L1
- Learner will understand the importance of etiquettes and learn the nuances of expected behaviour within a group, a social class and society at general L2

 1/10/24

**UNIT – V: DURING INTERVIEW**

**Interview Skills:** Importance-Purpose- Types of interviews –Preparation for interviews - Top Questions- Body Language in Interview Room-Do's and Don't s of interview.

**Learning Outcomes:**

At the end of this unit, the student will be able to

- Learner will be able to face interview questions and effectively present his /her. skills **L1**
- Learner will manage how to plan and organize personal and professional life. **L2**

**Reference Books:**

1. Sherfield, M. Robert at al **CornerstoneDeveloping Soft Skills**, 4th ed. Pearson Publication,New Delhi, 2014.
2. Alka Wadkar, **Life Skills for Success**, Sage Publications India Private Limited; First edition (1 May 2016)
3. Sambaiah.M. **Technical English**, Wiley publishers India. New Delhi. 2014.
4. GANGADHAR JOSHI, **From Campus to Corporate**, SAGE TEXT.
5. Alex.K, **Soft Skills**, 3rd ed. S. Chand Publication, New Delhi, 2014.
6. Meenakshi Raman and Sangita Sharma, **Technical Communication: Principle and Practice**, Oxford University Press. 2009.
7. Shalini Varma, **Body Language for Your Success Mantra**, 4th ed, S. Chand Publication, New Delhi, 2014.
8. Stephen Covey, **Seven Habits of Highly Effective People**, JMD Book, 2013.

**Course Outcomes:**

At the end of this Course the student will be able to

- The students will be able to assimilate and understood the meaning and importance of soft skills and learn how to develop them. **L1**
- The students will understand the significance of soft skills in the working environment for professional excellence. **L2**
- The students will be prepared to undergo the placement process with confidence and clarity. **L3**
- The students will be ready to face any situation in life and equip themselves to handle them effectively. **L4**
- The students will understand and learn the importance of etiquettes in both professional and personal life **L5**